PROJECT CHECKLIST (PROJECT MANAGEMENT)

Site Name:	
Project Manager:	

Phase 1: Concept

__ Concept Phase Opened in project management system (PMS)

__ PPA Created

__ PPA formally introduced in Project Meeting

__ PPA Reviewed by Management Team

__ PPA Signed

__ Concept Phase Closed in PMS

__ Concept Phase Checklist Provided to Director of Marketing

PROJECT CHECKLIST (PROJECT MANAGEMENT)

Site Name:	
Project Manager:	

Phase 2: Planning

__ Planning Phase Opened in PMS

__ FS Created

__ FS Reviewed by Development & Design Team

__ FS Reviewed by Partner

__ Prototype Developed

__ Prototype Signoff by Development & Partner

__ FS Partner Signoff

__ Paymentech paperwork started

__ Planning Phase Closed in PMS

__ Planning Phase Checklist Provided to DOM

PROJECT CHECKLIST (PROJECT MANAGEMENT)

Site Name:	
Project Manager:	

Phase 3: Development

__ Development Phase Opened in PMS

__ Demo login created for partner use (through Help Center)

__ PM Marketing Form Completed by PM & Delivered to MC

__ SLA Created

__ SLA Reviewed by Management Team

__ SLA Signed

__ MC Delivery of Marketing Plan to the PM

__ Testing Plan Created

__ Paymentech paperwork completed and submitted

__ Support Orientation Document Created

__ Change Management Documents Created (*As Needed*)

__ Change Management Document Signoff (*As Needed*)

__ Development Phase Closed in PMS

__ Development Phase Checklist Provided to DOM

PROJECT CHECKLIST (PROJECT MANAGEMENT)

Site Name:	
Project Manager:	

Phase 4: Testing

__ Testing Phase Opened in PMS

__ Testing Plan executed

__ Help Center Review & Testing

__ Application Revisions Completed (*As Needed*)

__ Application Review by Management Team

__ Executive Director Signoff on Application

__ Partner Signoff on Application

__ Testing Phase Closed in PMS

__ Testing Phase Checklist Provided to DOM

PROJECT CHECKLIST (PROJECT MANAGEMENT)

Site Name:	
Project Manager:	

Phase 5: Rollout

__ Rollout Phase Opened in PMS

__ Application Taken Live

__ Partner demo login blocked (Help Center)

__ Partner Application Orientation & Training

__ Marketing Plan Executed

__ Post Project Review Completed by Partner

__ Project Closeout Tasks Completed

__ Post Project Review Completed by Staff

__ Rollout Phase Closed in PMS

__ Rollout Phase Checklist Provided to DOM